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GRADUATE AND UNDERGRADUATE STUDIES FOR FEDERAL EMPLOYEES

Ag854E
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Graduate School

1948-49

28th Year



Schedule of Classes *Fall Semester*

September 20 to January 14

REGISTRATION—Begins September 11

HOURS:

9:00 A.M. to 7:30 P.M., Monday through Friday,
September 13 through September 17

9:00 A.M. to 5:00 P.M., Saturdays, Sept. 11, 18

Late registration fee charged
after September 18

PLACE:

The Patio, Administration Building,
U. S. Department of Agriculture

Time Schedule and Supplement to 1948-49 Bulletin

Complete details, including rules and regulations, policies, and course descriptions, are given in the **1948-49 Bulletin**, a copy of which may be obtained by writing (use form on bottom of page) or by calling in person. **Please do not telephone.** Counselors and training officers of your agency have a copy which you may examine.

Counseling on courses and programs of study is available at all times from members of the School staff who are glad to assist students in planning their work.

Registration: begins September 11 (The Patio, Administration Building, Department of Agriculture). See schedule of hours on front cover. No one will be registered for credit after October 1, except with special permission of instructor and Registrar. Registration closes in a course when the maximum for that class is reached.

Late Registration: After September 18, a \$2.00 per course late registration fee will be charged.

Business office, Room 1031, South Agriculture Building, will be open from 9:00 a.m. to 6:20 p.m., Monday through Friday.

Textbooks may be purchased in Room 1041, South Agriculture Building, from 1:00 p.m. to 6:30 p.m., September 13 through September 17 inclusive, and from 2:00 p.m. to 8:00 p.m., September 20 through September 24 inclusive. Open Saturdays, September 11 and 18, from 9:00 a.m. to 5:00 p.m.

Refund of fees, less \$3.00 registration fee, may be granted in case of withdrawal before 6:20 p.m., October 1. After this date no refunds will be approved unless the student is compelled to leave Washington because of official governmental action.

Room schedules will be posted on the 4th and 7th wing bulletin boards in the South Agriculture Building.

Classes begin during week of September 20, end the week of January 10.

Graduate School, Department of Agriculture
Washington 25, D.C.

Please send me your 1948-49 BULLETIN.

Name.....

Street.....

City..... Zone
No.....

Explanation: Basic information about each course is given in the following order: course number, title, instructor, day and hour of class meeting, fee, and page of 1948-49 Bulletin on which description may be found. The first half and the second half of a course are indicated by a and b respectively.

ACCOUNTING

- 352^a. **Principles of Accounting**—First Half \$24 p. 77
Section I (Rowe) M 6-9 and W 6-7
Section II (Marshall) Tu 6-9 and Th 6-7
352^b. **Principles of Accounting**—Second Half (Dye) Tu 6-7 and Th 6-9 \$24 p. 77
353^a. **Intermediate Accounting**—First Half (Hord) M 6-9 \$24 p. 77
354. **Federal Government Accounting** (Mason) W 6-9 \$24 p. 78
510. **Analysis and Interpretation of Financial Statements** (Acker) Th 6-8 \$18 p. 78
645. **Federal Tax Accounting** (Moyer) F 6-9 \$27 p. 78
693^a. **Auditing** (Cooper) Tu 6-8 \$18 p. 78

ADMINISTRATION AND ADMINISTRATIVE TECHNIQUES

BUDGETARY AND FISCAL MANAGEMENT

101. **Business Mathematics** (Botts) Th 6-8 \$16 p. 49
110. **Federal Auditing Procedure** (Cruikshank) M 6-8 \$16 p. 50
112. **Federal Accounting Procedure** (Tierney) F 6-9 \$24 p. 50
116. **Federal Budgetary Procedure** (Wilhelm) Tu 6-8 \$16 p. 50
525. **Financial Organization and Procedures of the Federal Government** (Tiller) Tu 6-8 \$18 p. 70
635. **Agency Budgetary and Financial Administration: Budget Formulation** (Roberts) Th 6-8 \$18 p. 70

ADMINISTRATIVE MANAGEMENT

108. **Administrative Procedure** (Hickey) M 6-8 \$16 p. 49
208. **Advanced Administrative Procedure** (Moseley) M 6-8 \$16 p. 49
413. **Office Management** (Braum) M 6-8 \$18 p. 52
341. **American National Government** (Small) M 6:30-8:30 \$16 p. 66
344. **Introduction to Public Administration** (Brown) W 6-9 \$24 p. 66
626. **Federal Administrative Management** (Becknell) M 6:15-8:15 \$18 p. 67
555^a. **Principles and Techniques of O & M Work** (Gill, Levine, Young) W 6-8 \$18 p. 68
780. **Establishing and Administering O & M Work** (Stone, Luton) F 6:15-8:15 \$18 p. 69
519. **Work Measurement and Performance Standards** (McKillop) Tu 6-8 \$18 p. 69
Organization and Methods Clinic (McKillop) p. 69
440. **Writing Procedures and Instructions** (Allsman) M 6-8 \$18 p. 53

LEGAL ADMINISTRATION

320. **Introduction to Administrative Law and Procedure** (Johnson) F 6-8 \$16 p. 74
422^a. **Business Law** (Mostow) Tu 6:30-8:30 \$18 p. 77

PERSONNEL MANAGEMENT

114. **Federal Personnel Procedure** (Mohagen) M 6-8 \$16 p. 51
214. **Advanced Federal Personnel Procedure** (Mohagen) Tu 6-8 \$16 p. 52
561. **Public Personnel Administration** (Stahl) Tu 6-8 \$18 p. 71
530. **Selection and Placement** (McLean) W 6-8 \$18 p. 71

559. **Position Classification** (Hill, Laxton) M 6-8 \$18 p. 71
643. **Advanced Position Classification** (Laxton, Findlay) Tu 6-8 \$18 p. 72
305. **Fundamentals of Accident Prevention** (Wetzel, Jenkins) W 6-8 \$16 p. 72
633. **Employee Relations and Employee Services** (Kraus) W 6-8 \$18 p. 73
658. **Law of Federal Personnel Administration** (Koebel, Tremain) M 6-8 \$18 p. 73
842. **Personnel Division Management** (Couch) Tu 6-8 \$18 p. 73
725. **Problems in Federal Personnel Administration** (Buckley) M 6-8 \$18 p. 73

PROPERTY ADMINISTRATION

115. **Federal Purchasing Procedure** (Scammahorn) M 6-8 \$16 p. 51
117. **Records Management Procedure** (Donaldson) Tu 6-8 \$16 p. 52
637. **Management of Governmental Purchasing** (Scammahorn) Th 6-8 \$18 p. 75

ARTS

321. **Pencil Sketching and Freehand Drawing** (Cadmus) M-W 6-8 \$24 p. 113
322. **Survey of Art** (Richards) Tu 6-8 \$16 p. 113
323. **Portrait Painting in Oil** (Lazzari) M-W 6-8 \$24 p. 113
320. **Water Color Painting** (Lyon) M-Th 6-8 \$24 p. 113
230. **Home Decoration** (Garrels) W 6-7 \$8 p. 114
232. **Home Decoration—Accessories** (Garrels) W 7-8 \$8 p. 114
316. **Landscape Development of the Small Property** (Gardner) Th 6-8 \$16 p. 114
188^a. **Glass Blowing** \$24 p. 115
Section I (Clark) (Time to be arranged)
Section II (Campbell) (Time to be arranged)

BIOLOGICAL SCIENCES

209. **Systematic Botany** (Blake) M 6-8 \$16 p. 20
250. **Bacteriology** (Olson) M-Th 6:30-8:30 \$32 and \$10 laboratory fee p. 20
512^a. **Medical and Veterinary Entomology** (Bishopp) M 6-8 \$18 p. 21
620. **Advances in Weed Control Practices** (Kephart, Evans) W 6-8 \$18 p. 22

LANGUAGES AND LITERATURE

ENGLISH AND LITERATURE

- 222^a. **English Composition** (Miller) Tu 6-9 \$24 p. 23
223. **Descriptive English Grammar** (Ward) M 6-8 \$16 p. 24
118. **Practical English Usage** (White) Th 6-8 \$16 p. 24
119. **Vocabulary Building** (Murphy) Th 6-8 \$16 p. 24
51. **English for Foreign Students** (Young) Th 6-8 \$16 p. 24
224. **Creative Writing** (Holt) Tu 6-8 \$16 p. 27
330^a. **Great Books** (Ruppert) M 6:30-8:30 \$16 p. 24
310^a. **English Drama** (Ward) W 6-8 \$16 p. 24

SPEECH

228. **Fundamentals of Speech** (Mohler) Th 6-8 \$16 and \$1.50 laboratory fee p. 25
400. **Effective Speaking** (Beauchamp) W 6-8 \$18 p. 25
232. **Voice and Remedial Speech** (Emery) Tu 6-8 \$16 and \$1.50 laboratory fee p. 26
50. **Speech Clinic** (Emery) Tu 8-10 \$30 p. 26

WRITTEN PRESENTATION

320. **Introduction to Public Information Media** (Fitzpatrick) W 6:30-8:30 \$16 p. 27

225. **Principles of Editing and Their Application** (Merrill and Specialists) M-W 7:15-8:45 \$24 p. 27
 226. **Introduction to Official Writing** (McClaren, Gilstrap) Th 6:30-8:30 \$16 p. 28
 240. **Audio-Visual Aids in Information and Education** (Reid, Webster) Th 6-8 \$16 p. 27
 120. **Indexing** (Doyle) M 6-7 \$8 p. 28

FOREIGN LANGUAGES

- 253^a. **Elementary French** \$24 p. 31
 Section I (DeNoia) M-Th 6-7:30
 Section II (Bervin) M-W 6-7:30
 254^a. **Intermediate French** (Rosenfield) Tu-Th 6-7:30 \$24 p. 31
 255^a. **French Conversation** (DeMarne) W 6-8 \$16 p. 31
 259^a. **Elementary German** (Max Lederer) W 6-9 \$24 p. 31
 259^b. **Elementary German** (Ochsner) M-Th 6-7:30 \$24 p. 31
 260^a. **Intermediate German** (Ponti) M 6-9 \$24 p. 31
 261^a. **German Conversation** (Bauer) Tu 6-8 \$16 p. 32
 270^a. **Elementary Italian** (Rossetti) M 6-9 \$24 p. 32
 290^a. **Elementary Portuguese** (Stewart) M-W 6-7:30 \$24 p. 32
 49. **Elementary Scientific Russian** (Pingell) (Time to be arranged) \$16 p. 33
 295^a. **Elementary Russian** \$24 p. 32
 Section I (Schuler) M 6-9
 Section II (Lapiken) Tu 6-9
 295^b. **Elementary Russian** (Tarakus) W 6-9 \$24 p. 32
 296^a. **Intermediate Russian** (Saharov) Th 6-9 \$24 p. 32
 299^a. **Advanced Russian** (Saharov) Tu 6-9 \$24 p. 32
 300^a. **Elementary Spanish** \$24 p. 33
 Section I (Jaffe) Th 6-9
 Section II (Batista) W 6-9
 Section III (Ysita) M-W 6-7:30
 300^b. **Elementary Spanish** (Garcia-Tunon) Tu 6-9 \$24 p. 33
 301^a. **Intermediate Spanish** (Parsons) W 6-9 \$24 p. 33
 302^a. **Spanish Conversation** (R. Supervia) Th 6-8 \$16 p. 33
 574^a. **Advanced Spanish Conversation** (G. Supervia) Th 6-8 \$18 p. 33

LETTER WRITING

120. **Government Letter Writing** (Samson) F 6-8 \$16 p. 53

LIBRARY SERVICE

70. **Introduction to Library Service** (To be announced) \$16 p. 29

MATHEMATICS AND STATISTICS

MATHEMATICS

1. **Review of Freshman Mathematics** (Hanson) Tu-Th 6:30-8:00 \$24 p. 39
 2. **Review of Calculus** (Horton) Th 6-9 \$24 p. 39
 102. **Algebra** \$24 p. 39
 Section I (Rhodes) M-W 6-7:30
 Section II (Gibson) (Time to be arranged)
 104. **Trigonometry** (Rosenblatt) Tu 3:30-5:30 \$16 p. 40
 206^a. **Calculus** \$32 p. 40
 Section I (Greville) Tu-Th 6-8
 Section II (Jackson) (Time to be arranged)
 500^a. **Advanced Calculus** (Greenspan) Tu 8-10 \$18 p. 40
 502. **Differential Equations** (Greenwood) Th 3-6 \$27 p. 41
 700. **Vector Analysis** (Rigby) Tu-Th 4:45-6:15 \$27 p. 41
 704^a. **Interpolation Approximation and Mechanical Quadrature** (Greville) M 6-8 \$18 p. 41
 706^a. **Analytical Mechanics** (Cook) Tu 6:30-8:30 \$18 p. 41

STATISTICS

- 126^a. **Introductory Statistics** (Purves) W 6:15-8:15 \$16 p. 42

- 127^a. **Principles of Statistical Analysis** (Steinberg) Tu-Th
6-7:30 \$24 p. 42
318. **Machine Tabulation** (Kaufman) W 6:30-8:30 \$16
p. 42
- 400^a. **Introduction to Mathematical Statistics** (Tepping)
Tu-F 6:30-8:00 \$27 p. 43
- 735^a. **Theory of Sample Surveys** (Hansen, Hurwitz) W
7:30-9:30 \$18 p. 43
- 739^a. **Multivariate Analysis** (Blackwell) W 6-9 \$27 p. 44
430. **Introduction to Mathematical Analysis** (Daly)
W-Th 6:30-8:00 \$27 p. 44
560. **Theory of Electronic Digital Computing Machines**
(Cannon) Tu 6:30-8:30 \$18 p. 44
530. **Seminar on Economic Models** (Schell) Tu 6-8 \$18
p. 45
- 410^b. **Agricultural Estimating Procedures** (Hendricks)
(Time to be arranged) \$18 p. 45
- 727^a. **The Planning of Statistical Surveys** (Jaffe) Tu 7-9
\$18 p. 45
- 520^a. **Statistics of the Federal Government** (Ullman) Tu
7-9 \$18 p. 45
749. **Control of Quality by Statistical Methods** (Pabst)
W 6:30-8:30 \$18 p. 46
732. **Sampling in Social and Economic Surveys** (Nissel-
son) M 6:15-9:15 \$27 p. 46
- 720^a. **Evaluation of Errors in Surveys** (Hausknecht) M
6:30-8:30 \$18 p. 46
753. **Recent Developments of Statistical Concepts** (Ull-
man) Tu 5:45-6:45 \$9 p. 46
- 021^a. **Seminars in Sampling and Statistical Inference**
(Deming, Horton) (Time to be arranged) p. 46

PHOTOGRAPHY

70. **Popular Photography** (Johnston) M 7-9 \$16 p. 116
192. **Fundamentals of Photography I** (Koch) M 6-8 \$16
p. 116
193. **Practice of Photography I** (Purdy) W 6-8 \$16 and
\$3 laboratory fee p. 116
194. **Fundamentals of Photography II** (Cobb) W 6-8
\$16 p. 117
195. **Practice of Photography II** \$16 and \$3 laboratory
fee p. 117
Section I (Beales) Tu 6-8
Section II (Purdy) M 6-8
308. **Color Photography—Practice** (Mohr) Th 6-9 \$24
and \$5 laboratory fee p. 117
- 360^a. **Portrait Photography** (Purdy) F 6-8 \$16 and \$4
laboratory fee p. 117

PHYSICAL SCIENCES

- 248^a. **Organic Chemistry** (Haworth, Williamson) M-Th
6:30-9:00 \$32 and \$10 laboratory fee p. 56
- 400^a. **Advanced Organic Chemistry** (Bowen) Th 6-8 \$18
p. 57
- 522^a. **Advanced Biochemistry** (Johnston) W 6-8 \$18
p. 57
- 762^a. **Electrochemistry** (Hamer) Tu 6-8 \$18 p. 57
420. **Physiography of Eastern United States** (Ray) Tu
6-8 \$18 p. 58
156. **Soil Conservation** (Steele) Th 6-8 \$16 p. 58
157. **Soil Fertility and Management** (Parks) Tu 7-10
\$24 p. 58
452. **Principles of Physical Metallurgy** (Loring) Tu 6:30-
8:30 \$18 p. 58
- 533^a. **Hydrology** (Linsley) Th 6-9 \$27 p. 59
- 536^a. **Physical and Synoptic Meteorology** (Shands) W 6-9
\$27 p. 60
- 537^a. **Weather Analysis and Forecasting** (Gray, Winston)
Tu-F 6-8 \$27 and \$3 laboratory fee p. 60
- 153^a. **Introductory College Physics** (Kilgore) M-Th 6:30-
9 \$32 and \$5 laboratory fee p. 60
310. **Applied Climatology** (Jacobs) M 6-8 \$16 p. 59

SHORTHAND

- 89. Review of Gregg Shorthand (Evans) Tu-Th 6-7:30
\$24 p. 55
- 129. Beginning Gregg Shorthand I (Richter) M-W-F 6-7
\$24 p. 55
- 130. Beginning Gregg Shorthand II (Dwyer) M-W-F
7:10-8:10 \$24 p. 55
- 230. Gregg Shorthand, 70 to 100 Words (Morgan) Tu-Th
6-7:30 \$24 p. 55
- 231. Gregg Shorthand, 100 to 130 Words (Cruzan) M-W
6-7:30 \$24 p. 55
- 335. Introduction to Reporting—Gregg, 130 to 150
Words (Foote) M-Th 6:30-8:30 \$32 p. 55
- 338. Shorthand in Spanish (Krissillas) Th 6-8 \$16 p. 55

SOCIAL SCIENCES

GENERAL ECONOMICS

- 200. Introduction to Economics, Theory and Institutions (Allin) Th 6-8 \$16 p. 84
- 201^a. Principles of Economics (Burroughs) Tu 6-9 \$24 p. 84
- 480^a. Money and Banking (Fisher, Horsefield) W 7-9 \$18 p. 84
- 610. Advanced Economic Theory (Morrison) Tu 6-8 \$18 p. 84
- 705. History of Economic Thought (Wasserman) W 7-10
\$27 p. 85
- 711^a. Imperfect Competition and Public Regulation (Wermel) F 6-9 \$27 p. 85

AGRICULTURAL ECONOMICS

- 207. Economics of Farm Production (Bachman) W 6-9
\$24 p. 88

RESOURCE UTILIZATION AND CONSERVATION

- Lectures on Resource Utilization and Conservation (To be announced) p. 89
- 719^a. Seminar in Resource Utilization and Conservation (Johnson, Josephson) M 6:15-8:15 \$18 p. 89

MARKETING

- 203. Introduction to Marketing (White) Th 6-9 \$24 p. 89
- 414^a. Economics of Marketing (Southworth, Trelogan) Tu 6:15-8:15 \$18 p. 90
- 530^a. Methods of Price Analysis (Been, Walsh) W 6:15-8:15 \$18 p. 90
- 750. Seminar on Prices (Wells) M 6-8 \$18 p. 90
- 407^a. History of Agricultural Policy in the United States Since the Colonial Period (Edwards) Th 6-8 \$18 p. 91

CONSUMPTION ECONOMICS

- 325. Managing Personal Finances (Larsen) Tu 6-8 \$16 p. 92

HEALTH AND MEDICAL SERVICES

- 770. Seminar on Health Service Programs (Klem, Terris) Tu 6-8 \$18 p. 94
- 551. Public Health Nursing (To be announced) M-W 6:15-7:45 \$37.50 p. 94
- 555. Principles and Methods of Teaching as Applied to Public Health Nursing (To be announced) Tu-Th 6:15-7:45 \$37.50 p. 94

LABOR ECONOMICS

- 305. Introduction to Labor Problems (To be announced) W 6-8 \$16 p. 95
- 760^a. Government and Labor Problems (Grogan) Tu 6-9
\$27 p. 95

INTERNATIONAL RELATIONS

- The Foreign Policies—Past and Present—of the Great Powers (A lecture series to be announced) p. 97

- Latin America (A lecture series to be announced) p. 98
230. Inter-American Problems (Green) Tu 6-8 \$16
p. 98
- 525^a. The Application of Psychoanalytic Theory and Methods to Problems of International Relations (Spitzer) M 6-8 \$18 p. 98
430. Modern Russia (Tereshtenko) Th 6-8 \$18 p. 100
- 443^a. Contemporary Far East—China and Southeast Asia (Djang, Hendershot) Tu 6-8 \$18 p. 100
- 745^a. The United Nations: Organization, Function, Prospects (Calderwood) W 6-8 \$18 p. 99

TRANSPORTATION

125. Transportation Rates and Rate Determination (Dolch) Th 6:30-8:30 \$16 p. 102
345. Survey of Transportation (Church) W 6-8 \$16
p. 102
438. Commercial Air Transportation (Robinson) Tu 6-9
\$27 p. 102
641. Current Economic Problems in Transportation (Barton) M 6-8 \$18 p. 103

PSYCHOLOGY

400. Psychology of Human Relations (Pallister) M 6-8
\$18 p. 103
500. Child and Adolescent Psychology (Brunschwig) W
6-8 \$18 p. 103
501. Social Psychology (Ensminger) M 6-8 \$18 or \$27
p. 103
504. Personality Disorders (Cornsweet) M 6-8 \$18
p. 104
43. Personal Development (Provensesen, Galvin) Tu 6-8
\$16 p. 29

SOCIOLOGY

215. General Sociology (Raper) Th 6-9 \$24 p. 105
470. Introduction to General Semantics (Saunders) W
7:30-9:30 \$18 p. 106
- 40^a. General Semantics Workshop (Saunders) Th 7:30-
9:30 \$9 p. 106 (meeting once a month)

TECHNOLOGY

ENGINEERING

324. Basic Mechanical Drawing I (Wiemer) Tu-F 6-8
\$24 p. 114
340. Architectural Drafting I (Wiemer) M-Th 6-8 \$24
p. 115
342. Architectural Drafting III (Wiemer) M-Th 6-8 \$24
p. 115
305. Elements of Statistical Drafting (Guidry) M 6-8
\$16 and \$2 laboratory fee p. 115
- 475^a. Naval Architecture (Wright) Tu 6-8 \$18 p. 108
- 476^a. Ship Construction (Wright) Th 6-8 \$18 p. 108
402. Principles and Practice of Refrigeration (Garver)
M 6-8 \$18 p. 108
501. Transmission and Distribution Systems for Area
Electrification (Eardley) Th 6-9 \$27 p. 109
- 310^a. Aerodynamics (Long) F 6-8 \$16 p. 109
- 301^a. Soil Mechanics (Barber) Tu 6:30-9:30 \$24 p. 109
- 542^a. Mechanical Vibrations (London) Th 6:30-8:30 \$18
p. 109
- 700^a. Analysis of Rigid Frames (Amirikian) Th 6-8 \$18
p. 109
553. Engineering in Materials Supply Operations (Mac-
Leod) Th 6:30-8:30 \$18 p. 110

SURVEYING AND MAPPING

212. Photogrammetry I (Higginson) M-W 7-9 \$24
p. 112
- 214^a. Cartography (Everett) Tu 6-8 \$16 p. 112
430. Map Projections (O'Keefe) Th 6-8 \$18 p. 112